

**JAGUAR CLUB OF SOUTHERN ARIZONA
CONSTITUTION AND BY-LAWS
rev. 12/2023**

PREAMBLE

The goal of the Constitution and set of By-Laws is not to anticipate all contingencies or attempt to regulate all possibilities, but rather to present a simple, broad, general framework within which the members of the club may organize themselves to achieve their purposes, now and in the future. It is not intended to be exclusive, but inclusive. Its goal is to involve more members of the Jaguar Club of Southern Arizona in their club.

ARTICLE 1 – NAME

This club shall be known as “Jaguar Club of Southern Arizona” and will be affiliated with the Jaguar Clubs of North America, Inc.

ARTICLE 2 - PURPOSE

The purpose of the club is dedicated to assisting members and their families, in the acquisition, restoration and showing of Jaguar automobiles and to promote a common bond of fellowship among the members of the club.

ARTICLE 3 - MEMBERSHIP

Section 1. Those persons who own a Jaguar or have an interest in the marque shall be eligible for membership of the club.

Section 2. Persons who previously qualified as members of the club shall remain members, so long as they meet the requirements listed in Section 4, below.

Section 3. Regular members of the club, in good standing, are entitled to vote on all matters properly brought before the club and its members.

Section 4. To be a member in good standing, the current year’s dues must be paid within sixty (60) days after January 1st or within thirty (30) days after the second dues notice, whichever is the latter, but not later than February 28th of that year.

Exception 1. Any member who fails to pay their dues by February 28th will be considered a member “out of good standing” and will automatically be removed from the mailing list. They will also be unable to vote on any club matters, they will be charged as non-members at any club sponsored or connected event.

Section 5. Family membership. One membership per family shall entitle each member of that family, including minor children to enjoy all privileges of membership except that only one person per family shall be entitled to vote or hold office. Adult children must be dues paying members in their own right to be considered members in good standing.

Section 6. Honorary membership. Honorary membership may be granted to certain individuals upon the approval of a simple majority of any quorum at any given meeting. A quorum of at least seven members is required. No voting rights or offices may be held by any Honorary member.

Section 7. Any member of the club may run for and hold office in the club as long as they meet the following requirements:

1. The members must be a member in good standing.
2. The member must have been a member in good standing for at least six (6) months.
3. The member must have attended at least seventy-five (75%) percent of the regular meetings during the prior six (6) months.

Section 8. For those persons wishing to become a Club member during the 4th quarter of the current calendar year (Oct. through Dec.), they will pay an amount of JCSA dues for the 4th quarter in addition to the annual dues for the upcoming year. The 4th quarter JCSA dues will not exceed 30% of annual dues. The Executive Board may establish a lesser amount for the members joining in December at its sole discretion. For persons who are already a member of another club and wish to become a member of the JCSA (an “associate member”) in the 4th quarter of the current calendar year, no dues are charged.

ARTICLE 4 – OFFICERS

The officers of this club shall be the President, Vice President – Events Coordinator, Associate Vice President, Secretary, and Treasurer. The Newsletter Editor shall be the Associate Vice President.

ARTICLE 5 – ELECTIONS

Section 1. Any member desiring to be a candidate for an office shall notify JCSA President no later than October 31st. Members will be notified of the candidates in November via email and JCSA website. Any member meeting the requirements set forth in Article 3, Section 7, may run for office, even by self-nomination.

Section 2. The election of officers for the upcoming year will be conducted no later than the third Saturday in December. Voting will be conducted electronically. Officers will serve a one-year term beginning January 1st.

ARTICLE 6 – MEETINGS

Section 1. There shall be no more than one (1) general membership meeting per month.

Section 2. A special meeting may be called by the President or a majority of the elected officers, whenever they deem expedient. Notice of such meeting must be mailed by electronic means at least ten (10) days prior to the meeting.

Section 3. The presence of a least seven (7) members at any meeting shall constitute a quorum for the execution of business.

Section 4. A simple majority of the members voting shall be sufficient to approve any motion properly brought before the club.

ARTICLE 7 – AMENDMENTS

Amendments to the Constitution or By-Laws must be made in the following manner:

A: Amendments must be submitted in writing to any officer of the club. The proposed amendment must be accompanied by a signed petition.

B. The petition must have the signatures of at least seven (7) members in good standing.

C. All eligible members will be notified of the proposed amendment, and when voting will take place.

D. Amendments must have the approval of at least two thirds (2/3) of the members voting.

BY-LAWS

ARTICLE 1 – DUTIES OF THE OFFICERS

All officers must comply with all State and Federal Regulations.

Section 1. PRESIDENT. The President shall preside at all state and called meeting of the members and officers and shall perform the duties usually appertaining to this office. He/She shall call special meetings when the occasion demands or automatically when petitioned by not less than one-fourth (1/4) of the full members in good standing.

He/She shall give a minimum of ten (10) days' notice of special meeting to all members in good standing. He/She shall appoint committees, act as ex officio member of all committees, and, as club representative, retain his voting rights. He/She shall act as chairman of the Executive Board.

Section 2. VICE PRESIDENT – EVENTS COORDINATOR. The Vice President shall assume the duties of the President in his/her absence or in case of his/her inability to act. The Vice President shall act as assistant to the President and perform such duties as are assigned by the President. He/She shall be responsible for the planning and executing of events held by JCSA, with the exception of the Concours d'Elegance. This can be done through an appointment of a committee to help with these events.

Section 3. ASSOCIATE VICE PRESIDENT. The Associate Vice President shall act as club newsletter editor and assist the other officers in their duties.

Section 4. SECRETARY. The Secretary shall attend all meetings of the members and officers and shall record all minutes and votes, and maintain the files and all club records and forms except those pertaining to the club treasury. The Secretary shall carry on all official correspondence of the club as directed by the President. He/She shall keep a roll of all members.

Section 5. TREASURER. The Treasurer shall have custody of all money, debts, and obligations belong to the club, subject to such conditions and restrictions as may be imposed by the officers. All contracts, checks, drafts, notes or other orders of payment of money shall be signed in the name of the club by the Treasurer or by the President. The Treasurer shall give a report on the financial status of the club at the monthly meetings, and if so requested, at any other meeting of the officers or members. No obligations, debt, or other liability shall be incurred by the Treasurer without the specific prior approval of a majority of the officers.

Section 6. EXECUTIVE BOARD. The Executive Board shall consist of all of the elective officers of the club and shall meet as necessary to discuss and decide business for presentation to the general membership.

Section 7. ADVISORY COUNCIL. The eleven (11) member Advisory Council shall be composed of the members of the Executive Board, the four (4) most recent Past Presidents, and two (2) members elected from the general membership at the December meeting. The most immediate Past President shall act as Chairman of the Council.

The function of the Advisory Council shall be to guide and advise the Executive Board towards the betterment of the JCSA, rather than to govern or administer. Meetings of the Advisory Council can be called by the current President, current Treasurer or any Past President Advisory Council member.

Section 8. VACANCIES AMONG OFFICERS. In the event a vacancy should occur in the elected officers, the remaining elected officers shall select a member in good standing to fill the vacancy until the next election of the club.

Section 9. NON-PERFORMANCE OF OFFICER. Should any of the elected officers fail to perform their duties in a satisfactory manner, the Executive Committee shall ask for his resignation, then proceed as covered in Section 8.

ARTICLE 2 – DUES AND FINANCES

Section 1. Dues are to be reviewed by the Executive Board each calendar year. Proposed changes to the dues require the approval of two-thirds (2/3) of the members voting. Voting will be conducted electronically.

Section 2. Any expenditure exceeding three hundred dollars (\$300.00) must be approved by the Executive Board, or by the membership at a regular meeting.

Section 3. Club checks must be signed by the President or the Treasurer.

ARTICLE 3 – IMPEACHMENT

Section 1. Any member may be impeached from the club if he or she behaves in a manner unbecoming to the club. The matter would be brought up at a regular meeting and voted on by the members present. The majority would rule. The member would be notified of the results immediately.

ARTICLE 4 – DISSOLUTION

Section 1. If the majority of the club members vote to dissolve the club, they shall decide and vote upon the distribution of club assets, but shall limit their nominations to other non-profit organizations.

RECORD OF RESTATEMENTS AND AMENDMENTS

Voted upon and approved March, 1988.

Constitution amended, codified and re-dated January 1, 2003, by membership vote December 14, 2002. Article 1, Section 7, Advisory Council, rescinded and replaced with clarifying language.

By-Laws amended by action of the Executive Board [month/day unknown] 2003. Article 2, Dues and Finances, Section 2, Expenditures exceeding \$300 to be approved by Executive Board or membership.

Retyped and re-signed, but not altered, May 2012.

Amendment No. 1. Voted upon and approved December 7, 2013. Amended for grammatical corrections, change of duties for Vice President – Events Coordinator; added “Addendum A” Duties of Executive Board for clarification of duties of officers.

Respectfully submitted on December 14, 2013.

Signed and dated:

Diana Raymond – President 12/14/2013

Fred Secker – Associate Vice President 12/14/2013

Amendment No. 2. Voted upon and approved December 7, 2022. Adds a new Section 8 to ARTICLE 3. MEMBERSHIP to the Constitution addressing dues for persons joining the Club in the fourth quarter of the year.

Respectfully submitted on December 15, 2022

Signed and dated:

Abbe Meyer – President 12/15/2022

Karen Bell – Associate Vice President 12/15/2002

Amendment No. 3. Voted upon and approved December 1, 2023. Addresses the procedures for raising Club dues (By-Laws, Article 2, Section 1) and election of board members and permits electronic voting (Constitution, Article 5, Sections 1 and 2).

Respectfully submitted on December 1, 2023

John Royer - Secretary

Addendum A

JCSA Executive Board Responsibilities

President

- Perform duties per Article 1, Section 1 of the JCSA Constitution.
- Assign and rotate among Board Members to write the “Board Member Message” in the newsletter which will replace the “President’s Message.”
- Establish and maintain a strong relationship with local Jaguar dealer.
- Establish and maintain a strong relationship with JCNA and attend their annual AGM if financially viable.
- Establish and maintain a strong relationship with JCCA and other JCNA clubs in the Southwest USA.

Vice President – Events Coordinator

- Perform President’s duties if he/she cannot.
- Plan and execute events held by JCSA, with the exception of the Concours d’Elegance. (The Vice President does not have to personally plan, execute and provide the ads and write ups for each event. However, he/she has to ensure the individual(s) responsible fulfill their responsibilities.)

Associate Vice President – Editor

- Edit and publish the JCSA newsletter. This newsletter will be published on a monthly basis.

Secretary

- Perform duties per Article 1, Section 4 of the JCSA Constitution.
- Ensure distribution of electronic version of monthly newsletter to members.
- Ensure monthly newsletter is distributed to members who request printed copies.

Treasurer

- Perform duties per Article 1, Section 5 of the JCSA Constitution.
- Track membership trends year over year.

OTHER POSITION RESPONSIBILITIES

Concours Chairperson

- Perform responsibilities as the lead person on the JCSA's annual Concours d'Elegance, held the last Saturday in October (See document "Concours Action List" for a complete description of duties.)

Concours Chief Judge

- Arrange training classes for new judges. In addition, ensure all certified judges are current on JCNA Concours d'Elegance rules.
- Ensure there are enough judges and form them into teams.
- Hold a judges meeting on the morning of the Concours.
- Be the recipient of mailed-in registration forms and entry fee.
- Forward forms and fees to Treasurer.
- Prepare all paperwork, such as cards to go on entrants' windshields and records of judging results.
- Ensure someone helps to record results and determine who gets awards (Treasurer normally does this).
- Ensure results are forwarded to JCNA.

Membership Chairperson

- Promote membership in JCSA/JCNA in the general Tucson area.
- Serve as the primary point of contact for new members.
- Advertise the benefits of belonging to JCSA to current and future Jaguar owners.
- Ensure newsletter and JCSA invitations are displayed at Royal Jaguar.
- Establish a membership drive each fall, including ensuring current membership will continue the next year.